

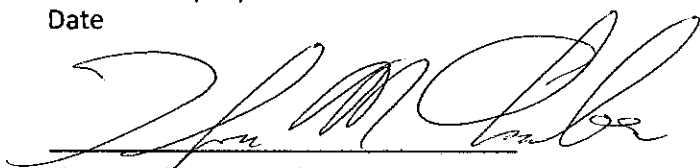
IBC Attendance Policy
Revised 6/6/2012

1. The by-laws of the University of Kentucky Institutional Biosafety Committee, quoted below, indicate that members may be recommended for removal based on insufficient attendance.
 - a. **Removal** A member shall be removed only for good cause and only by the President upon the recommendation of a majority of the membership of the Committee. Good causes may include:
 - i. Change in eligibility status.
 - ii. Insufficient attendance at the Committee meetings.
 - iii. Insufficient diligent participation in the other required activities of the Committee including, for example, timely review of applications for authorization to use biohazards.
2. For the purpose of this policy, insufficient attendance is defined as attendance at less than half of the monthly convened IBC meetings.
3. Notification of planned absences shall be reported to the Department of Biological Safety via email to the IBC Administrators and Biological Safety Officer two weeks prior to the scheduled meeting to allow sufficient time for setting the meeting agenda, assigning reviewers and ensuring appropriate expertise present for reviews at the convened meeting.
4. Upon identification of a member with insufficient attendance, the member will be notified and asked if they wish to continue serving on the committee.
5. In the event that the member does not respond to notification or attendance continues to be an issue, the committee will vote to recommend to the President that the member be removed from the committee. This vote may be handled electronically to ensure all members are able to vote.
6. In the event that a majority of the membership votes to recommend removal, this recommendation will be forwarded to the Office of the President.

Approved by a majority vote of the University of Kentucky Institutional Biosafety Committee on:

6/6/2012

Date



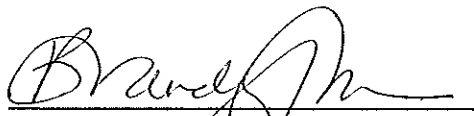
Thomas Chambers, PhD

Co-chair of the University of Kentucky Institutional Biosafety Committee



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Brandy Nelson, MS
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